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Transportation

VEHICLE MANAGEMENT

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This instruction implements AFD 24-3, *Operation, Maintenance and Use of Transportation Vehicles and Equipment*, AFI 24-301, *Vehicle Operations*, AFI 24-302, *Vehicle Maintenance Management*, AFMAN 23-220, *Reports of Survey for Air Force Property*, and AFMAN 24-307, *Procedures for Vehicle Maintenance Management*. It provides general guidelines for official use of government motor vehicles (GMVs), including vehicles owned, rented or vehicles leased from the General Services Administration (GSA), and implements local procedures and policies for military taxi and U-Drive-It (UDI) services. It applies to all personnel (military, DOD civilian and contractor) TDY to Patrick AFB and those assigned to the 45th Space Wing, including tenant units, Cape Canaveral AFS, Antigua AS and Ascension Island AAF while operating Air Force vehicles to include GSA leased vehicles.

The law provides penalties for the willful use or authorization of any government-owned, government-leased, or government-rented motor vehicle for other than official purposes. Civilian employees who misuse government vehicles will have action taken in accordance with the Civilian Personnel Manual. Penalties for military personnel are prescribed in the Uniform Code of Military Justice.

SUMMARY OF REVISIONS

Instruction updated to reflect changed regulatory references, phone numbers, and organizational changes. Restricts fueling of vehicles to base unless outside vicinity, mandates use of alternative fuels to maximum extent (paragraph 1.4.); deletes Patrick AFB Shuttle Bus service (paragraph 2.); mandates use of AF Forms 1800, 1806, 1807, 1810, and 1812 for vehicle inspection and serviceability (paragraph 4.); restricts cellular phone use by vehicle operators (paragraph 4.2.); establishes Fleet Management as the POC for all GSA vehicle lease allowances and requirements (paragraph 11.). A bar (|) indicates revision from the previous edition.

1. Official Use of GMVs. All travel is limited to official purposes, as defined by the Joint Travel regulations and AFI 24-301. The unauthorized or willful misuse of a GMV may be cause for disciplinary action. When determining official use of GMVs, ask these questions: "Is the purpose of my trip in support of the mission? Can the use of the vehicle be interpreted as misuse or the *appearance* of misuse?"

1.1. Examples of unauthorized use are:

1.1.1. Personal business or pleasure.

1.1.2. Transportation between domicile and duty; dormitories, military housing and off-base private residences. This includes travel between PAFB and CCAFS when such travel is a leg of the total domicile to duty or duty to domicile journey, unless the vehicle has been designated a command and control vehicle by the Secretary of the Air Force.

1.1.3. Travel outside the permissible operating distance (POD) (defined as 75 miles north, 150 miles south and 75 miles west), without prior approval or authorization from the vehicle operations manager (VOM). (The POD is that distance from *the installation* that GMVs can travel without competing with commercial carriers (Ref. DOD Directive 4500.9)).

1.1.4. Transportation to, or parking at, the commissary, base exchange (including all concessions), Riverside dining facility, bowling center, officer and enlisted clubs, Class VI (package store), Burger King, main base mini-mall, post office, credit union, bank, ATMs, fitness center, recreational sports fields, golf course, marina, or beach areas. Exceptions are authorized for personnel performing official government duties at these locations. Emergency and rapid response vehicles may be driven to any base dining facility if the occupant(s) are subject to emergency response. Emergency and rapid response vehicles are defined as security forces, fire-fighting vehicles, 45 MSG/CC and others *as approved in writing by the installation commander*.

1.2. Permanently assigned personnel who are authorized official use of GMVs and who are conducting official business off-base may drive GMVs to off-base restaurants only when the mission or fuel considerations make returning to the base or originating point impractical (when outside the 25 mile local proximity radius). These off-base restaurants must be along the route of primary travel. Any deviation may be construed as vehicle misuse.

1.3. TDY personnel may use DOD-owned, rented, or leased vehicles for transportation between duty station and lodging, eating establishments, barbershops, fitness centers, places of worship and other facilities required for the sustenance of the member. Use of DOD owned, rented or leased vehicles off-base is restricted to reputable eating establishments in reasonable proximity to the installation.

1.4. Within the 25 mile local proximity radius of the installation, off-base refueling is not authorized except in emergency situations. Alternative fuel or Bi-fueled vehicles will be fueled and operated on the alternative fuel to the maximum extent possible. Flex-Fuel E-85 vehicles may only purchase enough unleaded gasoline off base to safely return to Patrick AFB.

2. Patrick AFB Military Taxi Service. The taxi operates 0600-2300, Monday through Friday, and 0615-1500 on weekends. This service is authorized for active duty, DOD and contractor personnel on official government business. Services may be obtained by calling the Vehicle Dispatch Operations work center at 494-7247. Services are limited to Patrick AFB, except for TDY personnel. The taxi provides a quick-response, point-to-point service to requesters requiring official transportation. (NOTE: Taxi drivers are not permitted to leave the vehicle, except for emergencies.)

2.1. Military taxi off-base for personnel on TDY orders:

2.1.1. Transportation may be permitted to off-base government contract quarters or commercial lodging.

2.1.1.1. Passengers must show an approved temporary lodging expense (TLE) slip to the driver.

2.1.1.2. Passengers must have confirmed reservations at such lodging. Transportation for the purpose of looking for vacancies is not authorized.

2.1.2. Transportation to airports is authorized for one or more passengers to or from Melbourne Airport and for two or more passengers to or from Orlando International Airport (OIA). If there are fewer than two passengers to or from Orlando International Airport, personnel will use appropriate commercial or privately-owned vehicles (POVs) on a reimbursable basis. Exceptions to this policy will be approved by the VOM.

2.1.2.1. All departures will originate from Patrick AFB. Exceptions are personnel on official orders who are housed in TLF or commercial or contract lodging. Departing transportation will be authorized for passenger drop-off only. Military taxi service will not be provided for pickup at private residence(s) on- or off-base.

2.1.2.2. For airport arrivals, the driver will remain at the airport for one (1) hour from the scheduled arrival time. Person(s) to be picked up should be at curbside of the airline traveled baggage claim location.

3. U-Drive-It (UDI) Services. UDI services are authorized for active duty, DOD and authorized contractor personnel performing official government business who are either permanently assigned or in a TDY status. Limited UDI resources are available to support organizations that do not have assigned vehicles and to augment units with assigned vehicles in meeting infrequent peak requirements for short-term use (72 hours or less). UDI vehicles are not dispatched to any organizations on a recurring (long-term day after day) dispatch basis. To ensure effective planning, scheduling and dispatching for fair-share usage, requestors and operators must pick up vehicles not earlier than time requested and return vehicles not later than the termination time for the period of requested use.

3.1. All UDI requests will be coordinated through the Vehicle Dispatch Operations work centers. (*SGS/LGTV, 494-7247 (PAFB), MS 1010*), (*SGS/LGTV, 853-7664 (CCAFS), MS 5320*).

3.2. Requests for vehicle use of 72 hours or less can be made by telephone or in writing.

3.3. A written request is mandatory for vehicle use of over 72 hours. To ensure effective planning and scheduling of UDI resources, the request should be submitted as soon as possible. The request must contain:

3.3.1. The signature of the Commander and Vehicle Control Officer (VCO) or Vehicle Control NCO (VCNCO).

3.3.2. Date of request.

3.3.3. Name, rank, office symbol and duty phone of requester.

3.3.4. Purpose of requirement.

3.3.5. Destination. (NOTE: If destination is outside the POD, approval or authorization must be obtained prior to commencement of travel.)

3.3.6. Date and time vehicle is to be picked up.

3.3.7. Date and time vehicle is to be returned.

3.3.8. Name, rank, office symbol and duty phone of designated vehicle operator.

3.4. UDI Vehicles.

3.4.1. Customer and Operator Responsibilities. Acceptance of a UDI vehicle is with a clear understanding that the operator acknowledges receipt for U.S. Air Force or government-owned vehicle, and will be held responsible for its safeguarding and proper use. The operator should understand that they may be held financially liable for damage caused to the vehicle through gross negligence or willful misconduct, and may face disciplinary action for negligent operation or improper use. UDI users will:

3.4.1.1. Perform operator safety and serviceability checks. Prior to acceptance, the fuel level should be 3/4 full, or more, and the exterior and interior should be clean. Any discrepancies will be reported immediately to the on-duty dispatcher.

3.4.1.2. Return vehicles in the same fueled, clean, and serviceable condition as when accepted.

3.4.1.3. If the vehicle should require maintenance prior to being returned, refer to the instructions attached to the key chain.

3.4.1.4. If vehicles are not picked up within 4 hours of requested time, the request will be canceled, unless prior arrangements have been made.

3.4.1.5. All UDI dispatched vehicles are subject to recall in support of contingency plans, exercises or higher priority mission requirements.

4. Vehicle Inspection and Serviceability. Using the proper Operator's Inspection Guide and Trouble Report is essential to the overall serviceability and life expectancy of your assigned vehicle(s). General Services Administration (GSA) Vehicles are considered Air Force assets and the use of the AF Form 18XX is mandatory. Use the following form(s) to complete required inspections and record maintenance discrepancies: AF Form 1800, **Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)**; AF Form 1806, **Operator's Inspection Guide and Trouble Report (Aircraft Towing, Base Maintenance, Deicers, High Reach and Snow Removal)**; AF Form 1807, **Operator's Inspection Guide and Trouble Report (Fuel Servicing Vehicles)**; AF Form 1810, **Operator's Inspection Guide and Trouble Report (463L and Material Handling Equipment (MHE))**; AF Form 1812, **Operator's Inspection Guide and Trouble Report (For All P-Series Firefighting Vehicles)**. All vehicles should be inspected each day of operation. If the vehicle is not used for a seven-day period, it must be inspected to ensure serviceability. For government owned vehicles: Report discrepancies to Vehicle Maintenance for repair. For General Services Administration (GSA): Take the vehicle to an approved GSA Maintenance Repair Vendor or dealership for repair. At the end of the month change-out the AF Form 18XX and file the previous month. Air Force Forms 18XX must be retained for 1-year.

4.1. Smoking and consumption of alcohol are prohibited while riding in or operating government vehicles.

4.2. The use of cellular telephones without a hands-free device is prohibited by all vehicle operators on Patrick AFB and CCAFS.

4.3. The use of seatbelts is mandatory for the operator and passengers while operating or riding in government vehicles on or off Patrick AFB.

5. Vehicle Recovery (Wrecker Service). Dispatch Support and Vehicle Maintenance personnel are responsible for retrieving disabled registered vehicles. **NOTE:** Wreckers will not be dispatched to retrieve GSA vehicles. If wrecker service is required for a leased vehicle, refer to the instructions contained in the vehicle, contact GSA, or your unit VCO.

5.1. During normal duty hours, requests for vehicle recovery support are made through the Maintenance Control and Analysis Section of Vehicle Maintenance, PAFB, 494-2572 and 853-5381, CCAFS.

5.2. After duty hours, all requests for vehicle recoveries are made directly to the operations dispatcher, PAFB, 494-7247 and 853-5211, CCAFS.

5.3. The retrieval or movement of organizational equipment such as scooters, golf carts, or other low-speed vehicles will be accomplished by the organization (if proper retrieval equipment, e.g. equipment transport trailer and trained personnel, are available) or through local contract.

5.4. Recovery personnel may be called to move POVs, NAF or AAFES vehicles causing traffic safety, or firefighting obstacles on base. Only Security Forces or Fire Department authorities may make these requests. In the event of any damage to POVs while being raised, lowered or towed, the POV owner may file a claim to the base claims officer. Wrecker operators will not be held liable for any damages incurred to any POV, NAF or AAFES vehicle during towing.

6. Inter-Service Support. Vehicular/equipment support between DOD components may be used when economies can be realized and there is no impairment of mission effectiveness to either component.

6.1. Arrangements for inter-service support shall provide that the DOD organization providing the support shall assume no liability for personal injury or property damage caused by any motor vehicle in the custody of another component. The using organization shall report accidents in accordance with the procedures outlined in paragraph 7. and [Attachment 1, Figure A1.1](#).

6.2. The using organization shall:

6.2.1. Assume cost for pickup/delivery and maintenance of the motor vehicle/equipment.

6.2.2. Be responsible for proper operation, maintenance and use while the vehicle is in their custody.

6.2.3. Take administrative action, as appropriate, in connection with damage or theft of motor vehicle/equipment while in their custody.

6.2.4. In those instances where GSA-leased equipment is provided, assume liability for all associated lease costs, including vehicular damages.

7. Vehicle Accidents.

7.1. Definition. An occurrence involving a motor vehicle usually resulting from an unintentional or unexpected collision with another moving or stationary object, which may or may not result in damage and/or injury.

7.2. Reporting Procedures. Drivers involved in accidents will:

7.2.1. Stop immediately. Help the injured. DO NOT MOVE INJURED PERSONS UNLESS IT IS ESSENTIAL TO THEIR PROTECTION. Warn other motorists of any highway hazard.

7.2.2. Notify civil or military authorities and Vehicle Dispatch (PAFB, 494-7247, CCAFS, 853-7664).

7.2.3. If private property is involved, fill out DD Form 518, **Accident Identification Card**, and give to the person concerned at the scene. DO NOT EXPRESS OPINIONS (ORAL OR WRITTEN) about liability to claimants or their agents. Obtain clearance from the Staff Judge Advocate or Chief of Claims before delivering an accident report to claimants or their agents.

7.2.4. Comply with state and local laws that govern reporting a vehicle accident. Stay at the scene until advised by proper authority to leave.

7.2.5. Complete SF Form 91 (Operator's Report of Motor Vehicle Accident) and give it to the unit VCO/VNCO or to Vehicle Dispatch for UDI vehicles. If the operator is unable to prepare SF 91, the report must be completed by the unit VCO or commander (host unit if TDY). For GSA vehicles, comply with GSA Form 1627, Motor Vehicle Accident Reporting Kit.

8. Vehicle Abuse.

8.1. Definition. Vehicle abuse is any act or omission that will cause or has resulted in damage to the vehicle that cannot be attributed to fair wear and tear, accident or incident. Some examples are:

8.1.1. Failure to perform operator maintenance.

8.1.2. Failure to take a vehicle or equipment in for scheduled maintenance when notified.

8.1.3. Operating a vehicle with insufficient tire pressure, oil, coolants, or other fluids.

8.1.4. Failure to report malfunctions, defects, accident damage or inoperative safety items to vehicle maintenance in a reasonable time (immediately for safety related items, 24 hours or next duty day for all others).

8.1.5. Failure to protect the painted surfaces from oxidation and corrosion (waxing).

8.1.6. Failure to wash vehicle often enough to protect it from salt spray or air (resulting in preventable corrosion).

9. Vehicle Accident and Abuse Responsibilities:

9.1. The standardized method of reporting vehicle accident or abuse and the flow of investigation reports is shown in **Attachment 1, Figure A1.1.** for government owned vehicles, and **Attachment 2, Figure A2.1.** for GSA vehicles.

9.2. The Customer Service Center will report , suspected accident or abuse damage, to the Vehicle Maintenance Manager (VMM), who will determine if sufficient evidence exists to warrant a formal investigation. If deemed warranted, the following actions will be taken.

9.2.1. The Vehicle Operations Manager (VOM) will notify the using organization commander by letter of the accident, request an investigation and clarify maintenance will not begin on the vehicle until released by the using organizations commander or VCO signifying that the vehicle is no longer needed for investigative purposes.

9.2.2. When requested, the VMM will ensure the using organization commander is provided a vehicle repair estimate work order, through the VOM. When feasible, this action will be accomplished within 1 work day. After repairs are complete, the VMM will provide the using organization commander an AF Form 20, Repair Cost and Repairable Value Statement with actual repair costs.

9.3. Using Unit. The using unit commander will:

9.3.1. Upon receipt of the letter from the VOM, initiate an investigation into the cause of the damage.

9.3.2. Provide the VOM (SGS/LGTV, MS1010 or MS5320) with a written release to initiate repairs as soon as the damaged vehicle is no longer needed for investigation purposes.

9.4. Overdue Scheduled Maintenance: Failure to take vehicles and equipment in for scheduled maintenance constitutes abuse but cannot always be assessed in monetary terms. Different procedures will apply.

9.4.1. Vehicle Maintenance will review the scheduled maintenance listing. Those vehicles which are overdue scheduled maintenance inspections by miles, hours or date will be identified to the unit VCO or VCNCO by phone. Failure to provide a vehicle to Vehicle Maintenance will result in sending a letter of abuse to the using unit commander.

9.4.2. The using unit commander will make a formal reply and ensure the overdue vehicle is provided to Vehicle Maintenance. The using unit commander will take corrective action to prevent recurrence.

9.4.3. The unit VCO/VCNCO will ensure that TDY vehicles which are due scheduled maintenance are turned in to the nearest base Vehicle Maintenance on or before the due date to have the scheduled maintenance performed.

10. Vehicle Configuration Standards. If cargo-carrying vehicles, vans, carryalls, metros, etc., are operated with side and/or rear doors open, cargo nets, or similar restraining devices, must be installed across the openings. Cargo-carrying vehicles which have been modified with side seating for passengers must also have cargo nets, or similar restraining devices, installed when vehicles are operated with the doors open. Vehicles regularly configured for passenger-carrying will be operated with the doors closed. Open door configurations will only be authorized for use on military installations. If organizations elect to use cargo nets or similar restraining devices for cargo-carrying/modified side-seating configured vehicles, it is the using organization's responsibility to fund and procure the cargo nets or restraining devices. Damage caused as a result of open door configurations will be considered vehicle abuse and repairs will be funded by the using organization.

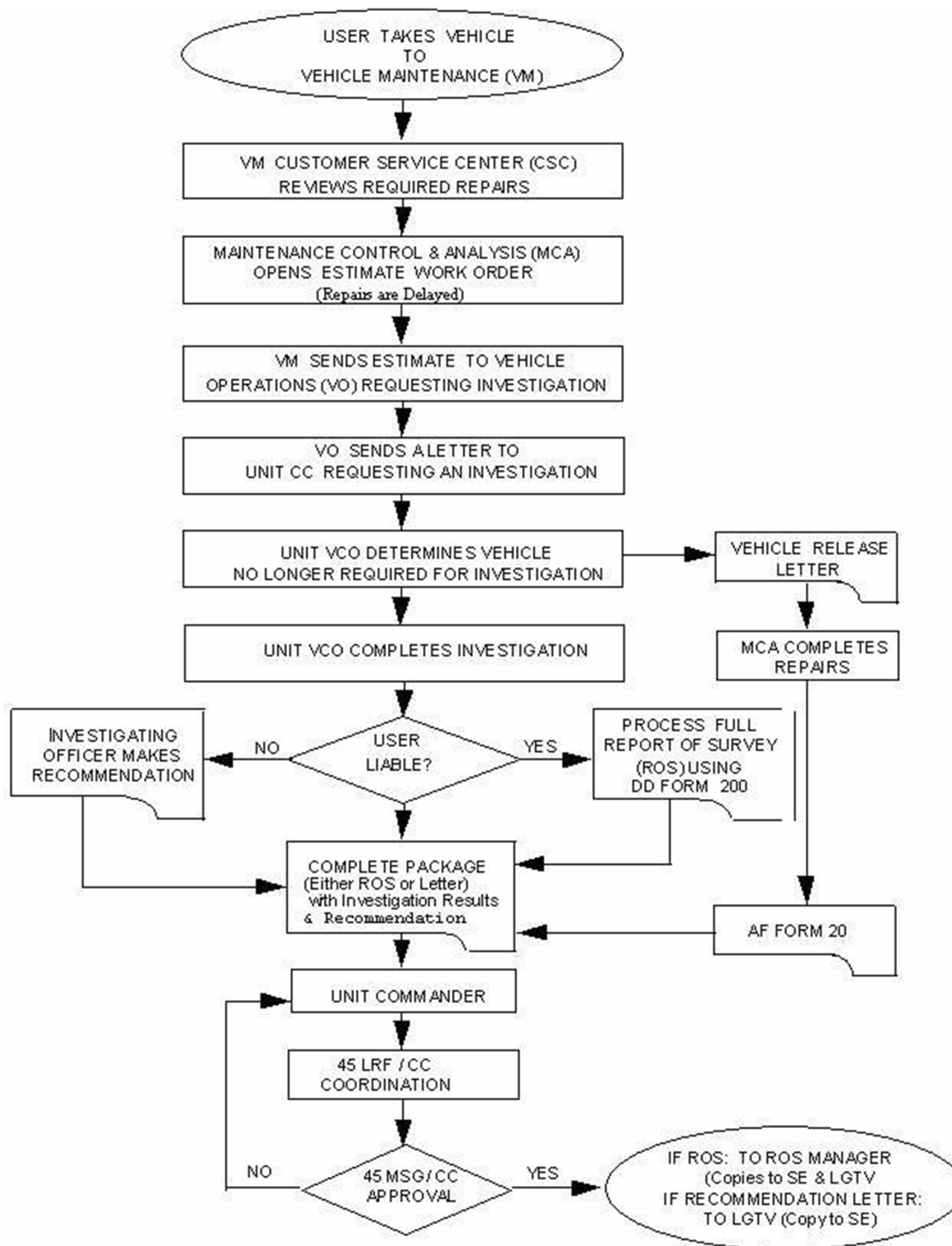
11. Management of Leased or Rented Vehicles. All requests for vehicle rentals or leases will be processed through SGS/LGTO Fleet Management. Long term leases, such as GSA leases will be coordinated with fleet management. In all cases, alternatively fueled vehicles will be requested if available in that class of vehicle (coordinate with Fleet Management). After validation of proper authorization and specific vehicle requirements, fleet management will request the vehicle from GSA. The using organizations interface with GSA will be limited to issues of scheduled and unscheduled maintenance and funding vehicle leases through individual unit Billed Office Address Code (BOAC).

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Vice Commander

Attachment 1

GOV VEHICLE ACCIDENT AND ABUSE REPORTING AND INVESTIGATION FLOW CHART

Figure A1.1. GOV Vehicle Accident and Abuse Reporting and Investigation Flow Chart.



Attachment 2

GSA VEHICLE ACCIDENT AND ABUSE REPORTING AND INVESTIGATION FLOW CHART

Figure A2.1. GSA Vehicle Accident and Abuse Reporting and Investigation Flow Chart.

